



# City of Austin

## Amnesty Certificate of Occupancy Application

Residential Review, 2<sup>nd</sup> floor, One Texas Center  
505 Barton Springs, Austin, TX 78704 (512) 978-4000

PR #: \_\_\_\_\_

Zoning Reviewer: \_\_\_\_\_

Inspector: \_\_\_\_\_

Review Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

### Property Information

Project Address:	Legal Description ( <a href="http://www.austintexas.gov/GIS/JurisdictionsWebMap/">http://www.austintexas.gov/GIS/JurisdictionsWebMap/</a> ):	Zoning:
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### Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

### Required Documents

I have attached:

\_\_\_ Utility Bill      \_\_\_ Tax Record      \_\_\_ City Directory      \_\_\_ Other: \_\_\_\_\_

as proof of the building use on March 1, 1986;

\_\_\_ A plot plan showing site improvement and impervious cover such as the building footprint, parking spaces, lot lines, lot dimensions, etc.;

\_\_\_ Payment option for minimum Plan Review Fee; **AND**

\_\_\_ Proof that no zoning or housing code action is in progress on the property.

### Acknowledgements

Initial beside each of the following statements:

\_\_\_ I understand that I must pay for at least a minimum building permit when plans are approved for the building, plumbing, electrical, and fire inspections (permit cost is calculated by the valuation of the work to be performed).

\_\_\_ I understand that any required electrical, plumbing, and/or mechanical work must be performed by a licensed contractor; that this work may not begin until the required permit(s) have been obtained; AND that additional permits may be required if construction valuation exceeds that minimum permit limits.

\_\_\_ I understand that any life/safety violations must be corrected prior to issuance of a Certificate of Occupancy.

\_\_\_ I understand that failure to correct life/safety violations or to obtain zoning approval may result in an order to vacate the premises or in a request to terminate utility services.

\_\_\_ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## **City of Austin**

# **Amnesty Certificate of Occupancy**

All buildings in Austin have been required to have a Certificate of Occupancy for its current use since 1931. Any building owner, or owner's agent, may have a Certificate of Occupancy issued for a building which does not have one (except adult-oriented businesses and buildings which were subject to enforcement action on January 1, 1998) by meeting the following conditions:

1. Provide proof that the current building use existed on March 1, 1986 and that no change of use has occurred since March 1, 1986.
2. Provide the required plans or the appropriate form described on the Amnesty Certificate of Occupancy application.
3. Pay a minimum Plan Review fee.
4. Receive confirmation from Zoning Review that the zoning use district of the property allowed this particular building use on March 1, 1986.
5. Provide access to the building for the City's Building Inspector, Electrical Inspector, and Fire Inspector in order to verify that no life/safety hazards exist or to ensure that any existing life/safety hazards will be corrected through required permits and inspections.
6. Obtain a building permit with other required permits to correct any life/safety hazards or, if no permits are needed, obtain a minimum fee building permit.
7. Finalize the permit(s) by passing all required inspections.

If a Certificate of Occupancy is issued under these conditions, the applicant will not be required to meet other Austin City Code (Land Development Code) requirements that do not affect life/safety issues.

To initiate the Amnesty Certificate of Occupancy process, please fill out the application and attach the required submittals. Submit the application package to Residential Review on the second floor of the One Texas Center at 505 Barton Springs Rd.